

NATIONWIDE  
*Arizona Air National Guard*  
Active Guard/Reserve (AGR) Announcement  
JOINT FORCES HEADQUARTERS/HRO  
5636 East McDowell Road, Bldg M5710  
Phoenix, Arizona 85008-3495  
PHONE (602) 629-4826: DSN 853-4826  
WEBSITE: //dema.az.gov/azng-human-resources

ANNOUNCEMENT NUMBER:  
17-443A

OPENING DATE:  
14-Nov-2017

CLOSING DATE:  
5-Dec-2017

POSITION TITLE, SERIES, GRADE AND POSITION NUMBER:  
HR Officer (Military), GS-0201-12, D2123000, 0-3/Capt - 0-5/Lt Col, MPCN: 00953795034

APPOINTMENT FACTOR:  
OFFICER ☒ ENLISTED ☐

AFSC:  
38F3

LOCATION OF POSITION: 162nd Wing, Tucson, Arizona

**AREA OF CONSIDERATION:** This position is the Active Guard and Reserve Force and is **open to current members and those eligible for membership of the (All Units), Arizona Air National Guard.** Individual selected will receive an Active Duty Title 32 Tour with the Arizona Air National Guard. In order to be considered for this position applicants must meet minimum qualifications. **PCS funds are authorized.**

**NOTE:** This position is subject to rotating shifts, night shifts, and weekends/holidays.

**NOTE:** Must be able to qualify for AFSC 38F3

**NOTE:** Must possess the rank of O3/Capt-O5/Lt Col - **MUST** have minimum 7 YEARS TAFMS.

**NOTE:** Promotion/placement to Maj/Lt Col are contingent upon Control Grade availability.

**NOTE:** Position is UTC tasked.

**INSTRUCTIONS FOR APPLYING:**

**Applications must be submitted following the instructions on this announcement. Incomplete applications will not be processed. Written explanation is required for any missing documents. The following items are mandatory for all AGR announcements:**

- **NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position.**
- **Detailed Resume**
- **AZNG Forms 335-2-R, Knowledge, Skills and Ability Supplement**
- **Current Report of Individual Personnel (RIP). RIP can be obtained from the servicing Military Personnel Flight (MPF). In lieu of a RIP, applicant may provide a printout from the Virtual MPF (vMPF). Select 'Record Review' and then 'Print/View All Pages'. For Enlisted Members, documents MUST show your ASVAB scores.**
- **Copy of current Fitness Test scores, if exemptions exist please include the AF 469. Must be within 12 months.**
- **Copy of AF Form 422, Physical Profile Serial Report and DD Form 2992 (for flight status), Flight Physical. (Both forms must be current within 12 months) This form can be obtained from your Wing Clinic.**

**The following documents are not required but strongly recommended for validation of experience/education:**

- **Letter of verification of Security Clearance from local Security Manager.**
- **AZ Form 34-1, Arizona AGR Application Supplement**
- **AZNG Form 335-1-R, Military Brief**

**APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must be postmarked No Later Than the closing date on this announcement. The Human Resources Office will not accept applications that are mailed at government expense or forwarded through an internal mail system. Faxed applications will not be accepted. **Electronic applications are only accepted for individuals who are deployed or assigned OCONUS. Please send electronic package, including a copy of deployment orders, by clicking the "Contact Us" link on the Dema.az.gov website then clicking AZNG Human Resources Office link. NO BINDERS OR BOUND DOCUMENTS PLEASE.****

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## **NATIONAL GUARD REQUIREMENTS:**

1. Must be in compliance with physical fitness, height, weight, and body fat measurement standards as listed in AFI 36-2905.
2. If selected member is pregnant, orders may commence as long the member can safely perform duties within the restrictions of the AF 469 and with chain of command approval.
3. If required, we will initiate an investigation for a security clearance. Unfavorable results will be cause for your immediate separation.
4. Individuals who cannot obtain 20 years of Active Federal Service prior to reaching mandatory retirement, age 60 for enlisted personnel, or mandatory separation date for officers and those within their first 24 months of an AGR assignment or reassignment must submit a Statement of Understanding prior to the closing date of this announcement. If selected you must submit a Waiver for Exceptional Circumstances through the HRO remote to the HRO for approval. Waivers must justify why it is in the best interest of the unit, State, or Air National Guard.
5. You must meet eligibility requirements of AFI36-2101 Classifying Military Personnel (Officer and Enlisted) and ANGI 36-101 (The Active Guard/Reserve Program).
6. Individuals selected for Control Grade positions are subject to Control Grade availability.

## **Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program**

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**EVALUATION PROCESS:** Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (NGB Form 34-1) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

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**EQUAL OPPORTUNITY:** The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or non-membership in an employee organization or any other non-merit factor.

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## **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:**

**Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.**

1. Skill in serving as a staff advisor responsible for providing all aspects of human resources and services assistance, guidance, and direction to military units both personally and thru subordinate staff.
2. Ability to understand, communicate, and ensure sufficient number of trained military personnel are available and motivated to perform wartime and peacetime tasking.
3. Ability to perform long-range strategic planning and organizational development necessary to accomplish military human resources, training, and services programs.
4. Skill in directing and executing the activities associated with readiness programs.
5. Ability to evaluate individual and overall program and organizational effectiveness and results
6. Skill in communicating both orally and in writing in order to effectively communicate policies and procedures at all levels.

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**SPECIALIZED EXPERIENCE:** Must have at least 36 months experience, education, or training involving the administering, delivering, maintaining, advising, and adapting advanced concepts, principles, and theories of Human Resources to the unique organizational, management, and mission requirements. Experience assisting in the development of Human Resources policies and procedures. Experience advising management on Human Resources principles and practices. Experience in managing the function of the work to be performed. Experience which includes leading, directing and assigning work of personnel.

**BRIEF JOB DESCRIPTION:** This position is located at the 162 Wing, Mission Support Group, Force Support Squadron. The primary purpose of this position is to direct, manage, administer, and plan Force Support Programs for the wing and geographically separated units (GSU). The incumbent serves as the principle staff officer and chief advisor to the Wing Commander, Group Commanders, Director of Staff, and the Assistant Adjutant General for Air (A/TAG) for all matters pertaining to the administration of Force Support programs which include: Recruiting and Retention, Installation Personnel Readiness, Officer Personnel Management, Enlisted Personnel Management, Civilian Personnel and Active Guard Reserve Programs, Personnel Systems Management, Military Personnel Section, Force Management, Career Development, Force Development, Airman and Family Readiness, Honor Guard Program, Mortuary/Casualty Affairs, Fatality Search and Recovery, Food Operations, Lodging, Fitness, Recreation, and Private Organizations, Non-Appropriated Funds (NAF) and Special Morale & Welfare Funds. The incumbent supervises a work force consisting of Federal, Military, Civilian, and contracted personnel involved in plans, procedures, and operations affecting life cycle management of personnel and base operating support for federal, state, and local missions.

**SELECTING OFFICIAL:** Col Sandra L. Wilson

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